

From: [Cassidey, LeRoy](#)
To: [Moore, Gary](#)
Subject: RE: Twice a week 1900 55 for a while
Date: Tuesday, June 16, 2015 2:32:33 PM

Gary:

Here is the way I understand our received invoicing system.

Invoices sent to AP via email.

AP enters data into Docusphere system.

AP clerk matches invoice to purchasing document. If not an exact match it is sent to the Subcontract Administrator/Construction Manager for clarification and rerouted back to the AP Clerk.

Invoice heads to the Subcontract Administrator for approval.

Invoice heads to the Project Manager for approval.

After approval heads back to AP for approval and set up payment.

LeRoy



LeRoy Cassidey

Construction Manager 1

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From: Moore, Gary [mailto:Moore.Gary@epa.gov]

Sent: Tuesday, June 16, 2015 2:24 PM

To: Cassidey, LeRoy

Cc: Lavergne, Steven D

Subject: RE: Twice a week 1900 55 for a while

Leroy:

This is exactly why I need a diagram of your system so I know where we are in the process.

Invoices Received

PM Approves/Rejects/Request Modification

>>>

>>>

>>>

Gary Moore

Federal On-Scene Coordinator

U.S. EPA Region 6

214-789-1627 cell

214-665-6609 office

moore.gary@epa.gov



From: Cassidey, LeRoy [mailto:leroy.cassidey@CBIFederalServices.com]

Sent: Tuesday, June 16, 2015 2:10 PM
To: Moore, Gary
Cc: Lavergne, Steven D
Subject: RE: Twice a week 1900 55 for a while

Gary:

I discussed this with Steven. He thinks we have over 150 invoices. He expanded my categories. We have invoices waiting to be finalized, some waiting on my approval (I approve or reject or enact modification as soon as they hit my box), some in our account payable system, some awaiting adjustments or modifications to the subcontracts or purchase orders. We also have to make sure our vendors properly and correctly transmit their invoices into our system. Today I had to reject an invoice because it had the wrong purchase order. This vendor is re-invoicing. Steve also pointed out that he has the continued reconciliation of RCMS data to our vision accounting system.

LeRoy



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From: Moore, Gary [<mailto:Moore.Gary@epa.gov>]

Sent: Tuesday, June 16, 2015 1:50 PM

To: Cassidey, LeRoy

Subject: RE: Twice a week 1900 55 for a while

Wouldn't the number of pendings be close to the number of invoices you should receive? How many of these have been sent into your system that have not been processed or finalized?

Thanks

Gary Moore

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From: Cassidey, LeRoy [<mailto:leroy.cassidey@CBIFederalServices.com>]

Sent: Tuesday, June 16, 2015 9:36 AM

To: Moore, Gary

Cc: Lavergne, Steven D

Subject: RE: Twice a week 1900 55 for a while

Gary:

We can try and total them up. It will be an estimate at best. We have several categories. Invoices to

be finalized that have been processed, getting invoices processed and approved that have been entered into our system and finally tracking down invoices that have not been sent to us properly. Steve is primarily working on the first group. I am working on the second group. We are both working hard along with Angela and the CB&I shared services billing group to actually invoice you!

LeRoy



LeRoy Cassidey

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From: Moore, Gary [<mailto:Moore.Gary@epa.gov>]

Sent: Tuesday, June 16, 2015 9:29 AM

To: Cassidey, LeRoy

Subject: RE: Twice a week 1900 55 for a while

Can you tell me how many invoices are outstanding?

Gary Moore

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From: Cassidey, LeRoy [<mailto:leroy.cassidey@CBIFederalServices.com>]

Sent: Tuesday, June 16, 2015 8:30 AM

To: Moore, Gary

Cc: Lavergne, Steven D

Subject: Twice a week 1900 55 for a while

Gary:

We are doing quite a bit of finalizing invoices, so we would like to do 2 1900-55 and DWO for a few weeks.

LeRoy



LeRoy Cassidey

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